City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday, September 19, 2012
8:30 A.M.
Minutes

A. Call to Order

Meeting called to order at 8:35 AM by VICE-CHAIRMAN Langdon.

B. Roll Call/Excused Absences

Present: VICE-CHAIRMAN Langdon, COMP Stoffel, DPH Nett, ES Montour, ITMgr Lacey, PC Styka, and PP Homan

Also Present: ITSupv James and Mr. Bret Lamoine representing FOCAL

C. Minutes to Approve – Approval of Minutes of June 20, 2012 IT Steering Committee meeting.

Motion by ITMgr Lacey. seconded by PHD Nett to approve the minutes of the June 20, 2012 IT Steering Committee meeting as submitted. PP Homan moved to amend the minutes as submitted, seconded by COMP Stoffel, Motion to approve the amended minutes carried.

D. Public Comments on any matter of concern to this Agenda
(**Five** (5) minute time limit for each person)

NONE

E. Report of Department Head s/Staff/Consultants – Committee monthly update on status of projects/operations/costs

ITMgr Lacey reviewed his monthly handout concerning the status of the 2012 IT budget, 68.49% expended through August. He updated the Council on the RSA security project for the Police Department, which has been having some installation problems which should be overcome next week with the help of an outside IT technician, ITMgr Lacey is also exploring how to develop terminal

servers which would eliminate the need for every PC to have its own software. It would communicate with the terminal server which would have the software available for all users. This would reduce the cost of buying new PCs, and having to install software packages on each computer individually. ITMgr Lacey also reported on several complaints about outside users not being able to access the City's website. But in tracking the problem back, it is an area which the provider must address. During the month, IT staff also deployed some Network switches.

F. **ACTION ITEMS – (1)** Committee discussion and action on allowing FOCAL-Fox Cities Online to put the FOCAL logo as a link on all City page footers, similar to what other Fox Cities do

Mr. Bret Lemoine, member of the FOCAL Board of Directors addressed the Committee on having the FOCAL-Fox Cities Online-logo placed on the City's website. He explained the function of FOCAL which is a directory of services in the Fox Cities and why they would like to become better known. Both Appleton and Grand Chute already have the logo on their websites. PHD Nett questioned if the mission of FOCAL was already being met by other agencies and PC Styka wondered if other groups would be requesting the same courtesy in the future. The Committee felt comfortable with the logo going on to the webpage of Community Development only. Motion by PP Homan, seconded by ITMgr Lacey to put the FOCAL logo on the City's website with the finding that FOCAL is a non-profit and provides valued services to the community and that a policy will be developed over the next six months, outlining the City's position on allowing other groups to place their logo on the City website. Motion carried.

ACTION ITEMS – (2) Committee discussion and action on recommending 2013 Information technology Budget request to Mayor (ITMgr Lacey will distribute budget request at meeting)

ITMgr Lacey distributed the 2013 IT Budget request to the Committee. He explained the increases of approximately $60,000 over the 2012 adopted budget. There is a request for a full-time Help Desk Specialist; partial funding to replace the City's aging telephone system, funds for the document imaging system for the Health Department and the large increase in the cost of the fiber rental from Menasha Utilities. This last item was met with some skepticism by Committee members when ITMgr Lacey explained why there was an increase at all. ITMgr reviewed with the Committee members specific line items of the budget Repair/Maintenance of Hardware and Software and the Tools and Equipment budgets in particular. After further discussion on the new position and what would not be accomplished if the position is not added, motion by ITMgr Lacey ,

seconded by PC Styka to recommend to the Mayor the 2013 IT budget as is with the additional Tablet PCs for the Health Department as discussed and acknowledging that the Document Imaging system costs could change. Motion carried.

ACTION ITEMS – (3) Committee discussion and action on next IT Steering Committee meeting date – October 17th - third Wednesday

After a brief discussion, it was the consensus of the members present to move the October IT Steering Committee meeting to the fourth Wednesday, October 24th.

G. ADJOURNMENT

Motion by ITMgr Lacey, seconded by PP Homan to adjourn. Motion carried. Meeting adjourned at 10:42 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary

	Budget $	YTD $	% used YTD
Total Budget	$430,734	$294,778	68.49%

January-August, 2012

I.T. Department
Projects
June 20, 2012 through September 18, 2012

Open Requests/Projects

- Hardware
  - Police RSA security implementation.
  - Squad laptop configuration and testing of new data transfer environment.
  - Configuration and distribution of equipment for 2012
  - Implementation of NetMotion system for Squad Cellular signal reliability.
  - Software
    - Website updates
    - Health Charting 90% complete
    - BOSS Help Desk and IT management system implementation
    - Research Parking Ticket writing system

Current Requests/Projects

- Software
  - Assist Assessor Dept with reporting.
- Hardware
  - Build and configure new File server
  - Configure backup solution to accommodate our new equipment.
  - Deployed iPad to City Sanitarian for field testing .
- Application
  - Boss IT Desktop management and Helpdesk application implementation.
  - Special Assessments Software Project.
- Administration
  - Management of current resources to keep the City's Network functioning.

Completed Requests/Projects

- Application
  - Generation of the 2013 Technology Budget.
- Hardware
  - Deployed Network Switches with Power Over Ethernet.
- Administration
  - Research and purchase items from 2012 Budget
  - Interviewed many Intern Applicants and hired one until the end of this year.